

The Kentucky Board of Licensure for
Marriage and Family Therapists
February 28, 2013
Minutes

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The regular scheduled meeting of the Kentucky Board of Licensure of Marriage and Family Therapists was held at the Office of Occupations and Professions, 911 Leawood Drive, Frankfort, Kentucky on February 28, 2013.

Board Members Present:

Ms. Stephanie Head
Ms. Sandy Miller, Chair
Ms. Carolyn Miller-Cooper
Ms. Jane Prouty
Mr. Tony Watkins
Mr. Richard Harmon

Board Members Absent:

Dr. Tom Robbins - Resigned

Occupations and Professions:

Marcia Egbert, Board Administrator

Office of the Attorney General:

Angela Evans

Guests

Dave Clapper, KAMFT Representative
Karen Westbrook, Campbellsville University
Cheryl Elam, MFTA

Call to Order: Chair Sandra Miller called the meeting to order at 9:57 a.m.

Minutes: The Board reviewed minutes from January 24, 2013. Jane Prouty made a motion to accept the minutes with corrections. Carolyn Miller-Cooper seconded the motion. The motion carried unanimously.

Board Monthly Financial Report:

The Board Monthly Financial Report for July 1, 2012 through January 31, 2013 was reviewed. Stephanie Head made a motion to accept the Monthly Financial Report through January 31, 2013. Tony Watkins seconded the motion. The motion passed unanimously.

Attorney Report

Ms. Evans informed the Board that she had been given another Board which conflicts with the Marriage and Family Therapy Board Meetings. She asked if the Board would be willing to move some of the Board's meeting dates to the 3rd week of the month if there were no other conflicts. Stephanie Head made the motion to change the dates of the April, July and August meeting dates to the 3rd week of the month if there were no other conflicts. Richard Hamon seconded the motion. The motion passed unanimously.

O & P Report

Marcia Egbert reported the following:

Employee Vacancies

Administrative Specialist III– The register for the vacant position closed in early January. There were roughly 197 applicants. We anticipate conducting interviews at the end of January and in the early part of February.

Resource Management Analyst II - This position was vacated in mid-January. O&P has begun the process of backfilling the vacancy and anticipate this process to take upwards of two months. In the interim Susan Ellis, Section Supervisor will assist boards and staff with website and other IT related matters as she can.

Open Records Training

The Office of the Attorney General conducted Open Records Training in January. They reviewed O&P's standard operating procedure for open records requests and made a few small suggestions to help ensure best practices.

Monthly Mileage Reimbursement Rate

Board members may notice a change in travel reimbursements compared to last quarter. As issued by the Finance and Administration Cabinet, Office of the Controller, the new mileage reimbursement rate beginning January 1 – March 31, 2013 is 45¢ per mile.

State of the Commonwealth Address

Governor Beshear delivered the State of the Commonwealth Address on February 6.

Database

O&P met with Commonwealth Office of Technology (COT) in January. COT has submitted the request for a new O&P Development server to begin work on the project. Once the development server is in place, COT will move towards getting the infrastructure of the new system setup.

A developer has been assigned to perform “quick fixes” on the O&P external site (current system). COT will fix items on the external O&P site to alleviate some of the frustration of our customers and employees. Some of the issues they will try to correct through these immediate fixes may include “tabbing” especially with browsers such as Safari or when using an iPad, encrypting the social security numbers that are currently displayed in the browser during license renewal, enhancing search results for license verification and removing the Homeland Security information from the site. On the internal side, for O&P, they will work on the ability to turn on and off the continuing education feature for each board. A completion date for these fixes has not been determined.

Legislative Session

The Kentucky General Assembly convened January 8 - 11, 2013 to conduct leadership elections. The General Assembly recessed for the balance of January and reconvened on February 5, 2013.

As a reminder, for each Board Chair who may be interested or may have legislation affecting their boards, LRC has provided copies of:

“Kentucky Open Meetings and Open Records Laws”

“Inside the Kentucky General Assembly”

“Bill Drafting Manual”

Old Business

At the December meeting of the Board of Marriage and Family Therapists, Stephanie Head made a motion to have Angela Evans draft an amendment to the regulations to require that all Board Approved Supervisors be required to be licensed in the state of Kentucky. Tom Robbins seconded the motion. The motion carried unanimously. Drafting of the amendment is in process.

An e-mail from Jenny Schiller was received by the Board on February 8, 2013 stating that she was withdrawing her request to the Board asking for approval for her to add an additional supervisee so that she could work with two new associates that have joined their clinic. The situation rectified itself. No further action was taken.

There was no report from the Exploration Committee. They are in the process of setting up a group meeting with other boards.

New Business

An e-mail from Tom Robbins was received Tuesday, February 5, 2013 informing the Board of his resignation from the Board. He has accepted a position at USMC Headquarters Quantico and will be moving out of the state. Tony Watkins made a motion that the Board purchases a plaque for Mr. Robbins thanking him for his service to the Board and its constituents. Stephanie Head seconded the motion. The motion carried unanimously.

The Board received a letter from Larane M. Guthrie-Clarkson regarding her Associate status. Ms. Evans will prepare a response for Ms. Guthrie-Clarkson.

Jane Prouty suggested that anything that any issues received via e-mail or regular mail regarding Board business be sent by e-mail from Ms. Egbert to the particular Committee that it pertains to for review. The Committee can then be prepared to discuss the issue at the next Board meeting and make a decision.

The Board received an e-mail from Emily Phan in regard to grandfathering pertaining to raw data. The Board responded that in the old regulations, it was assumed that raw data was not required. This was not true. Raw data has always been required. Now you must show the raw data on the required logs.

The Board also received an e-mail from Jack Cox with the question of, "Can only audio tapes be counted as raw data for the purpose of raw data supervision hours?" The Board responded that audio tapes cannot be used and referred him to the definition of raw data in 201 KAR 32:035, Section 3. Raw Data.

The Board received an e-mail from Amanda Dishon in regard to her Associates license being terminated due to not meeting the four hours a month minimum supervision and the circumstances surrounding the reason why she did not meet them and what she is to do about her clients. She has since received her Associates license and no further action is necessary.

A letter was received from Cynthia Johnson ending her supervision contracts with Associates Monica Baker, Melissa Reedy-Johnson and Joel Klepac. The Board also received letters from these Associates requesting permission to obtain emergency supervision for up to 90 days while they obtain a new Board Approved Supervisor. The Board accepted Ms. Johnson's letter and granted the Associates 90 days emergency supervision while obtaining new supervisors and submitting new Plans of Supervision to the Board for approval.

The Board received a letter from Jared V. Ingle appealing the termination of his Marriage and Family Therapy Associates license. Tony Watkins made a motion for Ms. Evans to file a Notice of Appeal Hearing for Mr. Ingle. Stephanie Head seconded the motion. The motion carried unanimously.

The Board received a letter from Gretchen Fern Watson requesting a sabbatical from her MFT Associates license. Ms. Evans will prepare a response for Ms. Fern Watson.

A letter was received from Courtney Stivers requesting help with her dissertation research. The Board recommended that we refer her to the Kentucky Association of Marriage and Family Therapy. Ms. Egbert will contact her.

The Summarizing Statement for the COAMFTE Decision to Deny Accreditation was received via e-mail from AAMFT for review. No further action taken.

An e-mail from Carol Lunney – Human Development Institute at UK regarding cost free/web-based Instructional Modules was reviewed. The Board asked Ms. Egbert to send her a copy of the Application for Continuing Education and have her fill it out and send it in for review.

An e-mail was received from AMFTRB with Exam Updates and Test Specifications 2014 Final for review. No further action taken.

An e-mail from Michelle Nevels was received requesting information on how she can count her clinical hours. The Board asked Ms. Egbert to recommend that she talk with her school and to refer her to the regulations located on the website.

Judith Stubbs sent an e-mail to the Board informing them of the passing of David Steere who has been a Licensed Marriage and Family Therapist for many years. No further action was taken.

Complaints/Other Legal Matters

Tony Watkins made a motion to go into closed session to review complaints at 11:21 a.m. Stephanie Head seconded the motion. The motion carried unanimously.

Tony Watkins made a motion to come out of closed session at 11:56 p.m.

The Complaint Committee recommended to the Board the following actions pertaining to complaints:

- a. 2011-007 – Pending – Civil Case
- b. 2013-001 – Pending – Need additional information from Licensee
- c. 2013-002 – Pending
- d. Ms. Evans to do a Letter of Admonishment to S.A. for continually violating supervision laws and regulations and for Ms. Egbert to remove S.A's name from eligibility to take the National Exam.

Jane Prouty made a motion to accept the recommendations from the Complaint Committee. Richard Hamon seconded the motion. The motion passed unanimously.

Status Report as of 2/26/2013:

Active Licensee's for MFT's –	506
Active Licensee's for MFTA's –	121
Total Active Licensee's –	627

Application Review:

Tony Watkins made a motion to approve all applications, renewals, audits, and CEU Provider Applications as reviewed and recommended by the committee this morning prior to the Board Meeting. Richard Hamon seconded the motion. The motion passed unanimously.

Tony Watkins made a motion to approve the ratification of applications, renewals, audits and Provider Applications reviewed and issued from 1/25/2013 through 2/27/2013. Richard Hamon seconded the motion. The motion passed unanimously.

Associates:

The following application for Marriage and Family Therapist Associates were approved: *Michele Beaudet-Miller, Susan Clark, Amanda Dishon (re-issued), Kourtnee Marshall, Amy Scott*

The following application for Marriage and Family Therapist Associate was deferred: *Erin Ness Roberts (no job setting/population/hours identified)*

The following application for Marriage and Family Therapist Associate was denied: *Karen F. Hatcher (missing one class)*

The following Plans of Supervision for Marriage and Family Therapist Associates were approved: *Dereck R. Bowers, Dawn E. Ellicot Clinkscale, Brittany Reed, Grace VanMelle*

The following Plans of Supervision for Marriage and Family Therapist Associates were approved for 90 days emergency supervision (2/28/2013 – 5-29-2013): *Monica Clair Baker, Joel Klepac, Melissa Reedy-Johnson*

The following Renewals for Marriage and Family Therapist Associates were approved: *David E. Dillard, Alicia Durham, Erin Guthrie, Pamela Hendricks, Debra L. Kirksey, John F. Nerswick, Amanda Norman, Margaret A. Odom, Kimberle Scruggs, Tasha Smith, Ja'Mekia Stoner*

LMFT:

The following applications for licensed Marriage and Family Therapist were approved: *Carlyn L. Altman, Michelle Ann Brown, Karen Westbrooks, Nikki Erwin*

The following application for licensed Marriage and Family Therapist was denied: *Lyle Allen Edwards*

The following Renewal Audits for Marriage and Family Therapist were approved: *Deborah Goad, R. Banks Hudson III, William Nolan, Alison Rogers-Keith*

The following Renewal Audits for Marriage and Family Therapist were deferred: *Barbara Driskill, Keith Page*

The following Reinstatement for license as a Marriage and Family Therapist was deferred: *Jane Kendrick-Lites*

Online Renewals for Marriage and Family Therapist were approved:
See attached list.

Results for Provider CEU Applications reviewed from 1/25/2013 thru 2/27/2013:

See attached spreadsheet.

The next meeting of the Marriage and Family Therapy Board is scheduled for March 28, 2013 at 911 Leawood, Frankfort, KY. Committees will meet at 8:30 a.m. with the Board Meeting to follow at 9:30 a.m.

Tony Watkins made a motion that Travel and Per Diem be paid to those who attended the regular Board Meeting on February 28, 2013. Stephanie Head seconded the motion. The motion passed unanimously.

The Marriage and Family Therapy Board meeting was adjourned by Chair Sandy Miller at 11:37 a.m.

Respectively Submitted:

Marcia Egbert
Board Administrator